

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 11, 2012

<b>What's Inside:</b> FY13 Child Care Provider Agreement Changes
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M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR  
CHILDREN'S DIVISION  
ALYSON CAMPBELL, DIRECTOR  
FAMILY SUPPORT DIVISION

SUBJECT: CHILDREN'S DIVISION AND FAMILY SUPPORT DIVISION

DISCUSSION: FISCAL YEAR 2013 CHILD CARE PROVIDER AGREEMENTS  
TO BE USED FOR LICENSED PROVIDERS

The Child Care Provider Agreement for licensed centers, group homes, and family homes doing business with the Department of Social Services (DSS) has been revised for the July 1, 2012 through June 30, 2013, agreement period. All providers were mailed a new child care agreement dated June 13, 2012. Providers are required to complete this new agreement to continue child care services with the State of Missouri. The agreement must be submitted by July 31, 2012.

The Child Care Provider Agreement (CM-5), agreement checklist, and direct deposit forms are available through the internet at <http://www.dss.mo.gov/cd/info/forms/index.htm>. The child care rate charts are accessible on the internet at <https://dssapp.dss.mo.gov/ccrate/>.

Child Care Provider Relation Unit (CCPRU) staff are instructed to forward complete agreements and attachments to the Division of Finance and Administrative Services (DFAS) – Purchasing Unit. CCPRU staff are to begin using the new forms immediately for all new providers. All agreements received in your office after the date of this memorandum need to be on the new agreement form (provider agreement has a revision date of 06/12). Any agreements received in the DFAS, Purchasing Unit, on the old contract form will be returned to the provider.

**NEW PROVIDER AGREEMENT LANGUAGE CHANGES**

The following language has been added:

- Licensed child care providers will have to acquire and maintain a direct deposit. Direct Deposit forms (CD-122) can be obtained at <http://dss.mo.gov/cd/info/forms/>.
- Licensee/facility owner or Director must complete the online Child Care Subsidy Orientation Training at <https://dssapp3.dss.mo.gov/CCSOrientation/>.
- Licensed child care providers will have to use the Child Care Online Invoicing System (CCOIS) for child care payment processing. All licensed child care providers must transition to CCOIS by December 31, 2012.

### **REMINDER ABOUT THE NEW CHILD CARE PROVIDER AGREEMENT**

In order for child care agreements to be processed, the following must be forwarded to the DFAS – Purchasing Unit:

- A completed agreement , which has the following:
  - Has all provider/facility information completed;
  - Is signed by the facility owner/licensee or an authorized representative for the facility;
  - Has the appropriate box checked for the type of child care facility specified on the Provider’s child care license. The Provider will need to check a box beside one (1) of the following license types: Child Care Center, Group Child Care Home, or Family Child Care Home;
  - Has signed and dated the first page of the agreement and initialed all subsequent pages;
  - If applicable, a completed Application for Vendor Direct Deposit;
  - Has a copy of Taxpayer ID verification attached;
  - Has completed the online Child Care Subsidy Orientation Training, and
  - Is returned with all attachments to P.O. Box 1643, Jefferson City, MO 65103.

DFAS staff will return agreements that have missing or incomplete information to the provider. Questions regarding the new Provider Agreements should be forwarded to Melissa Cain at [Melissa.R.Cain@dss.mo.gov](mailto:Melissa.R.Cain@dss.mo.gov) or via telephone at 573-522-9307.

Questions regarding Direct Deposit, Child Care Subsidy Orientation Training, or online invoicing, should be forwarded to 573-522-1385.

#### **NECESSARY ACTION**

1. Review immediately with all appropriate staff.
2. Utilize the revised new CM-5 Provider Agreement dated 06/12.
3. Family Support and Children's Division staff may direct any questions regarding this memorandum through appropriate channels to the Children’s Division Early Childhood Unit.

<b>PDS CONTACT</b> Brenda LaBella 573-526-9587 <a href="mailto:Brenda.I.LaBella@dss.mo.gov">Brenda.I.LaBella@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Alicia Jenkins (573)751-6793 <a href="mailto:Alicia.Jenkins@dss.mo.gov">Alicia.Jenkins@dss.mo.gov</a>
<b>CARE MANUAL CHANGES</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> Child Care Provider Agreement for Purchase of Center, Family, Or Group Home Child Care Services ( <a href="#">CM-5</a> ) Child Care Provider Agreement for Purchase of Center, Family, Or Group Home Child Care Services Provider Agreement Checklist ( <a href="#">CM-5 Agreement Checklist</a> )	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> Parental Resilience – N/A Social Connections – N/A Knowledge of Parenting and Child Development – N/A Concrete Support in Times of Need – Yes Social and Emotional Competence of Children – N/A	
<b>FACES REQUIREMENTS</b> N/A	